

ADMINISTRATIVE - INTERNAL USE ONLY

27 July 1983

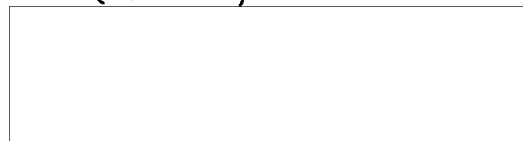
MEMORANDUM FOR: Administrative Officer, DCI

FROM: Executive Assistant to the DDCI

SUBJECT: Request for Administrative Assistance

1. As I mentioned to you yesterday, the DCI/DDCI have established an Advisory Commission on Counterintelligence Analysis, whose members are listed in the attached, to provide a report to the DCI by mid-November. Between mid-August and then, they will probably need to come into the building 3-4 times, possibly for 2-3 days at a clip. I will be the focal point for supporting this group and will need your help on the administrative front.

2. Could you please do whatever is necessary to provide them independent contracts, get clearances, badges, parking spaces, etc. I think I can arrange work space and/or conference rooms when necessary. I need to send these people some material within the next few days and, if possible, would like to pass on as much administrative information as we can. Please let me know when we can get together and sort this out.

*Thank,*

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Attachment

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